

# BOARD FOR CONTRACTORS

## Education Provider Applicants

### Frequently Asked Questions

#### ***What information do I need to submit with my application?***

All applications must contain, at a minimum, the following:

- ♦Course Information
  - Continuing education course must cover relevant Code updates for the affected profession (i.e. electrical CE must cover updates to the National Electrical Code, plumbing must cover updates to the Plumbing Code, etc.)
  - Contractor pre-license and remedial education courses must include coverage of the Board's regulations and relevant statutes, as well as basic business principles.
  - All backflow prevention device worker vocational training programs must include instruction in a wet lab as part of the syllabus.
- ♦Materials and Fees
  - Provide information relating to text(s), slides, and other materials that will be used during the course. If you will be using "custom" information, please provide a copy of the information with your application. It is preferred that you provide the information on a CD.
  - When providing course fees, please note whether or not it includes materials and, if not, the materials that students are required to furnish.
- ♦Course Outline (Syllabus)
  - This must include main topics with the amount of time allocated to each topic.
- ♦Schedule of Course Dates and Locations
  - In addition to the course schedule and location listing being submitted with your application, all approved providers must update the Board office as new schedules and locations are developed.
- ♦List of Instructors
  - A one-page resume with technical and teaching experience must be submitted for each instructor.
  - Board for Contractors license numbers shall be included, where applicable.

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#### ***I want to be approved to be a provider for the new continuing education for Tradesman. Where are the requirements for Tradesman continuing education located?***

Education providers who wish to offer tradesman vocational training and continuing education should review the Board for Contractors Individual License and Certification Regulations to ensure understanding of the minimum education requirements for initial licensure/certification and for renewal. 18 VAC 50-30-120 includes the requirements

that must be completed prior to renewal for all tradesman with the trade designations of plumbing, heating, ventilation and air conditioning, plumbing, gas fitters, liquefied petroleum gas fitters, and natural gas fitters. 18 VAC 50-30-210 through 260 provide the regulations specific to continuing education providers. You can access the regulations at: [http://www.dpor.virginia.gov/dporweb/tra\\_reg.pdf](http://www.dpor.virginia.gov/dporweb/tra_reg.pdf)

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***I want to offer my class on-line. Are there any special requirements that I must meet when I apply?***

Providers who wish to offer courses on-line must submit a website address and access information to be utilized by the Board during the review process. In addition, the security procedures must be included. Finally, on-line and correspondence courses must include a test at the end of the course and security related to the test needs to be included with the application.

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***Who decides whether or not my application for education provider and/or course approval is approved?***

After review by the Board staff to determine completeness, all education provider applications are reviewed by the Committee of the Board for Contractors, which meets quarterly, and a recommendation for disposition is made to the Board for consideration at their next scheduled meeting. The Board for Contractors is responsible for the final approval of all education related applications

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***Should I attend the Committee meeting when my application is reviewed?***

It is recommended, though not required, that a representative attend the Committee meeting in order to provide clarifying information to the Committee should there be any questions regarding your application and/or course offerings.

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***When are the Committee and Board meetings held? Do I need to submit my application by a certain date to make sure it is reviewed by the Board?***

Please note the following deadlines for submission of information. All information must be submitted in accordance with the established deadlines, or your application will be deferred until the application is deemed complete by Board staff. The date of receipt by the Board office determines whether the application materials were received prior to the deadline.

Committee Meeting	Board Meeting	Application Deadline
December 3, 2007	December 4, 2007	November 5, 2007
April 7, 2008	April 8, 2008	March 7, 2008
June 30, 2008	July 1, 2008	May 29, 2008
October 27, 2008	October 28, 2008	September 26, 2008

December 15, 2008	December 16, 2008	November 14, 2008
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All Committee meetings begin at 2:00 p.m. and are held at the offices of the Department of Professional and Occupational Regulation on the 2<sup>nd</sup> Floor of the Perimeter Center at 9960 Mayland Drive, Richmond, Virginia 23233.

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***Is there a specific edition of the applicable Code that I must teach?***

The continuing education course should cover the codes that are currently being used in Virginia; however, the Board will approve a course that covers a code that is in advance of the code being used in Virginia (i.e., a 2008 NEC course, although the 2005 NEC is being used in Virginia effective May 1, 2008) contingent upon the education provider obtaining a signed statement from each participant who intends to get credit for tradesman continuing education in Virginia indicating that the participant is aware that the code edition covered in the course is not the code edition currently being used in Virginia. The signed statement can be a part of the registration form, or a separate form signed by each student, and must be kept by the education provider along with the other records from the class. The signed statement does not need to be submitted to the Board office unless requested by the Board or its agents.

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**Once I have been approved, is there anything additional that I need to provide to the Board?**

Yes. You must keep the Board updated as to any changes that occur. You must provide updated schedules and locations of courses to the Board via email at [contractors@dpwr.virginia.gov](mailto:contractors@dpwr.virginia.gov). If you wish to add instructors, you must submit a written request that includes information on the specific course the new instructor will be teaching. The written request must be accompanied by a one-page resume that details the instructor's teaching and technical experience. In addition, if you change fees, contact information, code editions used in the class, etc., the Board office must be notified.

If you make a substantial change to a course (for example, content, course contact hours, etc.) you must submit a new Education Provider/Course Approval Application for review by the Board.

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**I have been previously approved by the Board as a continuing education provider. I would now like to offer a longer (or shorter) course, and include different content, but it is in the same trade that I have already been approved. What do I need to do?**

You must submit a new Education Provider/Course Approval Application for review by the Board. If the Board approves the application, you will be provided with a new course approval number for the course.

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**I was approved by the Board as an education provider but I have decided that I no longer want to provide education courses. What do I need to do?**

Please notify the Board in writing that you no longer wish to be an approved education provider. Your name will be removed from the list of approved providers and your approval will be ended. Any classes offered after the date the request for termination is received will not be approved.

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***Who can I contact for additional information?***

Should you need additional information regarding the requirements for approval as an Education Provider, please contact the Education Staff at (804) 367-2224.

Virginia Board for Contractors  
Department of Professional & Occupational Regulation  
Perimeter Center  
9960 Mayland Drive  
Richmond, Virginia 23233

P.O. Box 11066  
Richmond, VA 23230